

UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF COLORADO



Vacancy Announcement # 2017-05-USDC

The Clerk's Office of the U.S. District Court for the District of Colorado, located in Denver, Colorado is accepting applications for the position of Case Administration Specialist. Recruitment for this position is being posted for internal and external application.

Announcement Number: 2017-05-USDC

Position Title: Case Administration Specialist

Classification Level Range: Classification Level CL 24 – CL 25

Annual salary range for CL 24/Step 1 – CL 25/Step 25
\$39,029. - \$53,912.

Salary placement above step 25 of the CL in which the applicant qualifies is based on: determination of specialized/court preferred skills, Court Personnel System regulations, and the final discretion of the Court Unit Executive.

New hires (including transfers from within the Judiciary) require a mandatory 12-month probationary period. An internal reassignment (current employees of the U.S. District Court for the District of Colorado) requires a mandatory 6-month probationary period.

This position has promotional potential to CL 25 as designed through career ladder growth and will be effective only after successful completion of the following eligibility policy for Case Administration Specialist positions: The District of Colorado promotion eligibility policy for the Case Administrative Specialist position is two (2) years at CL 24 to be eligible for CL 25.

Opening Date: January 27, 2017

Closing Date: February 17, 2017

Position Introduction

The Clerk's Office of the U.S. District Court for the District of Colorado provides effective and efficient administrative and case management assistance and support to the judicial officers of the Court as well as to all others requiring services of the Court. The Case Administration Specialist is primarily responsible for maintaining and processing case information and managing the progression of cases from opening to final disposition in accordance with approved internal controls, procedures, and rules. Receiving and reviewing incoming court documents for conformity with federal and local rules, and perform customer service and cashier duties for the purpose of providing procedural information and collecting court fees if necessary. Preparing cases for closing by ensuring that all necessary orders are entered and proceedings are completed accurately. Performing docketing, noticing, maintaining official case records, monitoring the completion of required procedural steps, preparing case documents for appeal, reviewing filed documents to determine conformity and taking appropriate action, ensuring that all orders and automated entries are appropriately and accurately docketed, and making summary entries on the docket of all documents and proceedings. This position is directly supervised by the Case Administration Supervisor.

There are six job standard expectations for this position:

1. **Teamwork:** follows-through on assignments given to meet Clerk's Office goals, willingness to assist others, collaboratively working in group situations, willingly sharing information, showing support and promoting office decisions and initiatives, showing respect for others including those with contrasting views, contributing suggestions to further the Court's mission, and actively participating in office meetings.
2. **Job Knowledge:** understanding duties and responsibilities and applying that know-how effectively; adhering to standards, directives, and instructions and understanding how individual job performance furthers organizational objectives; exhibiting willingness and insight to pursue developmental opportunities in order to expand job-related skills and knowledge; ability to work independently and keep abreast of changing policies and procedures.
3. **Quality of Work:** accuracy, attention to detail, thoroughness, and timeliness of work is required. Work quality also includes how well work assignments are completed in accordance specific instructions, standards, requirements, and expectations; follow-up and pride in work are evidenced through consistent adherence to written policies, procedures, and guidance.
4. **Dependability:** being consistent, responsive, and reliable when carrying out work responsibilities successfully; prioritizes and manages time effectively; accepts responsibility for one's own actions and possesses the professional maturity in working with others; demonstrates follow-through and accomplishes the best possible results; exhibits stewardship through punctuality, attendance, and effective use of resources and work time.
5. **Customer Service:** being responsive and reliable when assisting chambers, attorneys, the public or other individuals for the purpose of discussing, analyzing, supporting, and resolving court administrative matters. The ability to communicate effectively with customers both orally and in writing and to interact appropriately with individuals at all levels within and outside the court. Demonstrating a calming presence, the ability to handle unexpected situations, and having a goal oriented focus at all times.
6. **Court Operations:** simultaneously monitoring the status of many cases and ensure the proper progress of individual cases. Maintaining knowledge of the purpose and relevant content of each document or event to make docket entries, take appropriate actions, and make timely recommendations to chambers' staff and courtroom deputy clerks. Working with chambers and the courtroom deputy clerks to ensure that proper hearings are held within statutory deadlines and that they are coordinated with all of the appropriate parties. Prioritizing work to accomplish all assigned responsibilities, while exercising discretion based on knowledge of clerk's office

responsibility and direction from judicial chambers. Basing decisions on a thorough knowledge of standard procedures and work policies. Maintaining knowledge of legal terminology. Apply local court rules, practices, and procedures including the individual preferences of judicial officers. Acquiring and maintain skills in the use of the automated case management systems to include effective use of CM/ECF reports for case administration, to include probation violators and cases on appeal. Generating operational reports and manage motions, Speedy Trial Act intervals, and deadlines. Adhering to all court practices and procedures as they relate to successful performance. Quality checking filed documents to determine whether procedural requirements have been met. Capturing and electronically entering CM/ECF information from courtroom, chambers, and various case events-information. Communicating and working with judicial officers, courtroom deputy clerks, attorneys, and others involved in scheduling events and managing case records.

Required Qualifications:

Classification Level 24: at least two years general experience where knowledge, skills, and abilities are comparable to the job standard expectations listed for this position and the general experience defined below.

Classification Level 25: at least two years of general experience and two years specialized experience equivalent to work at the CL 24 level.

General experience is experience in work of the same general type as in the position to be filled and should include progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

Specialized experience is progressively responsible administrative experience requiring the regular and recurring application of procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software which could also be considered court preferred skills.

Excellent writing skills to include the effective use of grammar, punctuation, spelling, and proofreading.

Effective communication skills, both verbally and in writing, with individuals and groups within the court.

Ability to work extended hours and travel when necessary.

Proficient automated skills and ability to work effectively with automated equipment.

Knowledge of the terminology used in legal procedures.

Knowledge of federal case flow (civil and criminal).

General knowledge of case management and case filing processes.

Ability to utilize procedure manuals and informational websites as valuable resources.

Court Preferred Qualification Standards:

General knowledge and/or previous experience with court operations, experience in working with members of the legal community, knowledge of terminology used in legal procedures, knowledge of the Federal Rules of Civil and Criminal Procedure, Local Rules of Practice for the District of Colorado.

The successful candidate will possess the following qualities:

Strong customer service and interpersonal skills. Ability to work harmoniously with judicial officers, court staff, and the public. Ability to work independently. Demonstrated organizational skills and ability to effectively prioritize tasks under strict deadlines. Strong analytical skills. Strong professional standards. Collaborative attitude and team oriented.

How to Apply:

All qualified applicants should submit a current resume and a typed narrative specifically addressing and describing relevant professional experience as it relates to the required qualification standards and court preferred qualification standards sections of this vacancy announcement.

NOTE: This narrative should be no more than two (2) pages typed.

External applicants **must also** submit a completed U.S. Courts application form (found at www.cod.uscourts.gov in the left margin of the home page listed under Employment Opportunities).

All application materials must be submitted by email (as a pdf attachment) to:
cod_hrd@cod.uscourts.gov

Please note vacancy announcement 2017-05-USDC in subject line of email
We will not accept any application documents from any File Hosting Service (Google Docs, DropBox, etc).

Information for Applicants:

Only qualified applicants satisfying required qualification standards as specified in the vacancy announcement will be considered for an interview for this position. Applicants that do not submit all required materials, as stated in the How to Apply section of the vacancy announcement, will not be considered.

If this application process is open to internal and external candidates: All applications received will be evaluated as one pool of applicants in review of employment experience, education, knowledge/skills/abilities as directly related to the stated qualifications within the vacancy announcement. All applicants selected for interviews may be subject to a skills assessment process.

The Court reserves the right to modify the conditions of this vacancy announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. Multiple positions may be filled from this vacancy, and additional positions may be filled within 60 days of a closed vacancy utilizing the same applicant pool. This vacancy may be revised and re-posted with the approval of the court unit executive.

Promotional potential for positions as indicated on the announcement are based on a successful probationary period, consistently meeting expectations of the position when evaluated through the performance management plan, overall accretion of duties and responsibilities exhibiting sustained performance, within Court Personnel System regulations, and at the final discretion of the Court Unit Executive. Based on specific position promotional potential, eligibility for promotion to CL 25 will require two years of experience at CL 24.

The promotional potential is not considered a vacancy but is considered a position specific career ladder strategy and will therefore not be posted as a recruitment opportunity. Successful employment with the U.S. Courts is based on acceptable performance, demonstration of sustained acceptable performance, and is an at-will employment opportunity as determined by the Court Unit Executive. Promotional actions are earned and are not to be considered as entitlements.

The successful candidate will be placed within a mandatory one-year probationary period. Internal candidates selected for a posted vacancy or reassignment opportunity will be placed within a mandatory 6-month probationary period. Probationary periods may be extended at the discretion of the Court Unit Executive.

All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed. The selected applicant will be required to complete an FBI fingerprint and/or criminal background check. Retention in the position will depend on a favorable suitability determination by the Court Unit Executive.

Due to increasing commuter costs, the high cost of parking in the downtown Denver area, and the decreasing availability of downtown parking; the U.S. Courts provide each permanent employee with an RTD EcoPass. This EcoPass provides unlimited transportation on RTD buses and Light Rail in and out of the downtown Denver area. The EcoPass is an employee benefit provided annually depending upon available funding.

Please see <http://www.cod.uscourts.gov> for an overview of federal benefit package. Electronic Funds Transfer (direct deposit) of pay is required.

Applicants must be a U.S. citizen or eligible to work in the United States. The federal immigration and appropriations law significantly limits the circumstances in which the federal judiciary may employ a non-citizen of the United States. Therefore, the U.S. Courts is responsible for ensuring that all new employees are eligible to work in the United States by reviewing one of the employment eligibility documents specified on the Form I-9 (Employment Eligibility Verification) before placing the selected candidate on federal payroll. Proof of eligibility status will be required.

The Court requires employees to adhere to a code of ethics and conduct as well as specific employee policies and performance expectations.

The federal courts are Equal Employment Opportunity employers.